

F I L E D
Clerk of the Superior Court

SEP 05 2013

By: Amy Helfers

**THE SUPERIOR COURT OF THE STATE OF CALIFORNIA
COUNTY OF SAN DIEGO**

**IN RE PROCEDURES
REGARDING
ELECTRONIC FILING**

**GENERAL ORDER OF THE
PRESIDING DEPARTMENT
ORDER NO. 090513**

THIS COURT FINDS AND ORDERS AS FOLLOWS:

On August 1, 2011, the San Diego Superior Court ("court") began an Electronic Filing and Imaging Pilot Program ("Program") designed to reduce paper filings and storage, facilitate electronic access to civil court files and, in Phase Two, allow remote electronic filing ("E-File" or "E-Filing") of papers in civil cases. The ultimate goal of the Program is to create a paperless or electronic file in all civil cases, as well as in other case categories.

Phase One of the Program, described in General Order: *In re Procedures Regarding Electronically Imaged Court Records, Electronic Filing, and Access to Electronic Court Records*, involved the court's scanning of papers in newly filed cases in designated divisions and departments (the "Imaging Project"). Phase Two of the Program involved the implementation of electronic filing by counsel and parties through the court's E-File Service Provider. Electronic filing under Phase Two of the Program was limited to the Central Civil Division only and it excluded Probate and Construction

1 Defect Cases.

2 Electronic filing under Phase Three of the Program is expanding electronic filing
3 to include permissive electronic filing in Probate cases. North County Civil Divisions of
4 the Superior Court and Construction Defect cases, in the Central Division, are excluded
5 from Phase Three of the Program. This General Order relates to Phase Three, and
6 supplements General Orders: *In re Procedures Regarding Electronically Imaged Court*
7 *Records, Electronic Filing, and Access to Electronic Court Records*.

8 Permissive electronic filing will begin on October 1, 2013 in Probate cases court-
9 wide. Further information on these initiatives can be found on the court's website, at
10 www.sdcourt.ca.gov.

11 Filing and service of documents by electronic means is governed by Code of Civil
12 Procedure Section 1010.6 and California Rules of Court ("CRC"), rules 2.250 et seq.
13 and CRC 2.30. In addition, the San Diego Superior Court's specific requirements for E-
14 filing are available on the court's website at www.sdcourt.ca.gov. Litigants and
15 attorneys electronically filing documents must comply with all applicable rules and
16 requirements.

17 **GENERAL E-FILING REQUIREMENTS**

18 Documents can only be electronically filed through the court's electronic service
19 provider (the "Provider"). E-file Provider information is available on the court's website.

20 Any document filed electronically shall be considered as filed with the Clerk of
21 the Superior Court when it is first transmitted to the Provider and the transmission is
22 completed, except that any document filed on a day that the court is not open for
23 business, or after 5:00 p.m. (Pacific Time) on a day the court is open for business, shall
24 be deemed to have been filed on the next court day.

25 Additional and more specific information on electronic filing can be found on the
26 court's website.

27 ///

28 ///

1 This Order shall expire on December 31, 2013, unless otherwise ordered by this
2 court.

3 IT IS SO ORDERED.

4 Dated: September 5, 2013



5 ROBERT J. TRENTACOSTA
6 PRESIDING JUDGE
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28